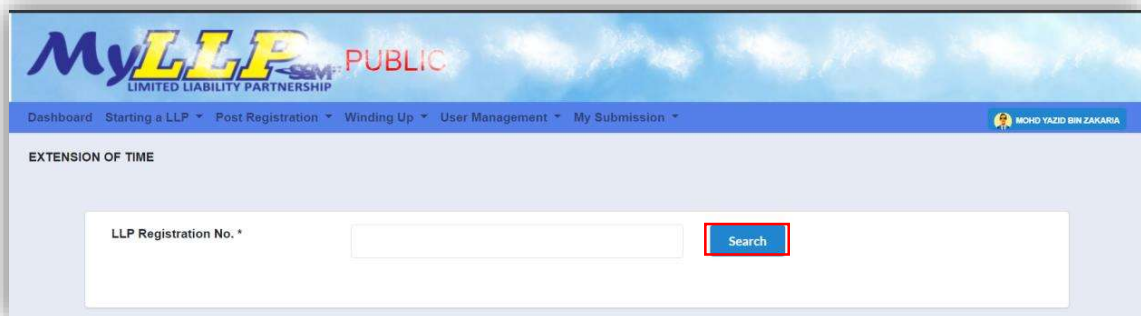


### 3.4 Extension of Time for Place of Keeping Accounting Record Other Than Registered Address

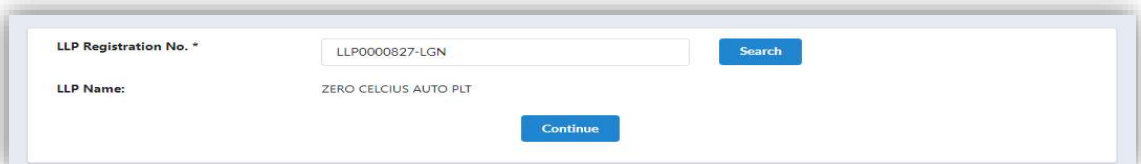
1. Click on **Place Keep Accounting Record Other Than Registered Address** under **Extension of Time** while hovering over the **Post Registration** Tab.



2. Enter LLP Registration No in the textbox and then click on the **Search** button.



LLP name will be displayed if user is the Compliance Officer for that LLP.



3. If user is not a CO for that LLP, a prompt message will be displayed.



LLP Registration No. \*

 You are not authorized partner or compliance officer for this LLP

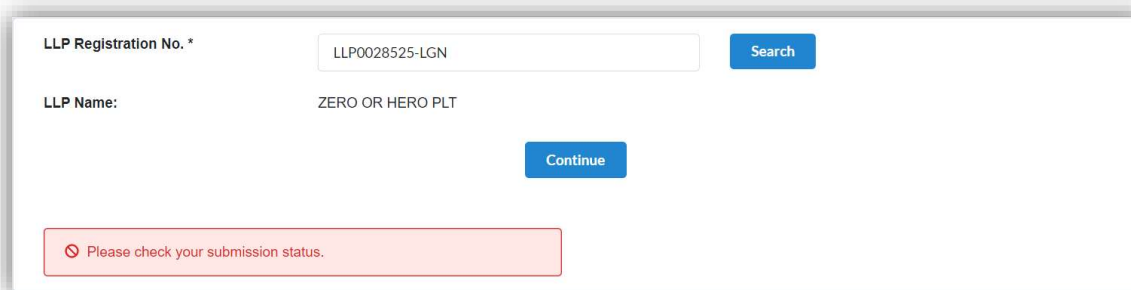
4. Application for EOT is applicable for 30 days or each subsequent 30 days or part thereof but not exceeding 6 months. If the EOT application exceeds 6 months, a prompt message will be displayed.



 Please complete form items below:-


- Unable to proceed. The duration for extension of time has reached maximum limit

5. If there is any draft submission or pending application, a prompt message will be displayed.

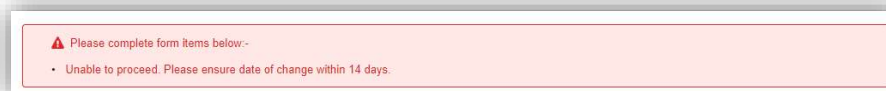


LLP Registration No. \*

LLP Name: ZERO OR HERO PLT

 Please check your submission status.

6. The application for an extension of time for **Change of Particulars** shall be made before the expiry of 14 days from the date of change. If date of change is less than 14 days within the EOT time allowable, the prompt message will displayed.



7. If there is any Change of Particulars submission with pending status, a prompt message will be displayed.

LLP Registration No. \*


LLP Name: ZERO OR HERO PLT

Please check your submission status.

8. The LLP listing page also displays a shortcut for the list of applications that have been made. User can click on the pencil icon to proceed application with status **draft**.

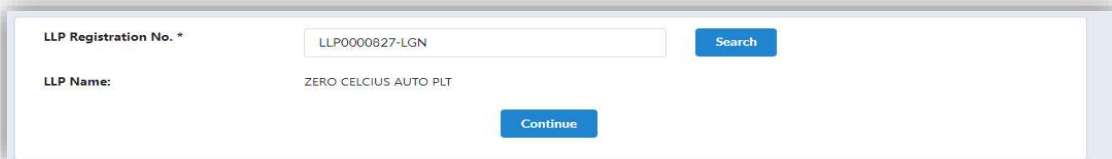
Application List						
Ref No.	Entity No.	Entity Name	Create by	Create Date	EOT Status	Action
EOT2021052400007	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052400011	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	24/05/2021	WITHDRAW	
EOT2021052400012	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000022	24/05/2021	WITHDRAW	
EOT2021052700002	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202010000023	27/05/2021	WITHDRAW	
EOT2021052800001	LLP0000827-LGN	ZERO CELCIUS AUTO PLT	EZ02202009220001	28/05/2021	DRAFT	
Showing 1 to 5 of 5				<input type="button" value="Previous"/> 1 <input type="button" value="Next"/>		

9. The draft submission can be deleted. User needs to click the **X** icon then the system will display a message for confirmation. Click on **OK** button to delete the submission.



A confirmation dialog box titled "Delete draft submission confirmation" with a close icon (X) in the top right corner. The main text asks "Are you sure to do this task ?". At the bottom right, there are two buttons: "OK" (green) and "Cancel" (black).

10. Continuing from step 2, click Continue button to proceed.

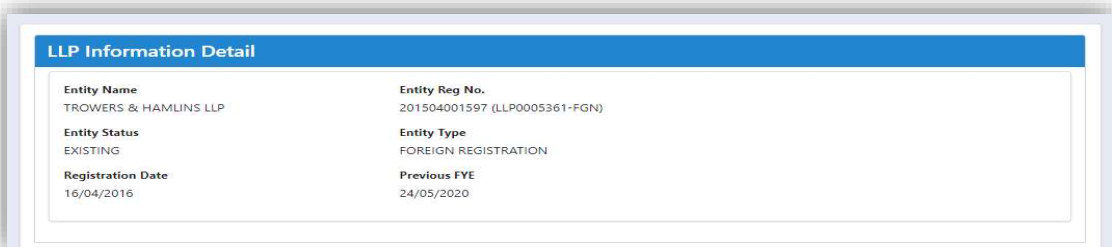


A search and continue screen. It has a label "LLP Registration No. \*" followed by a text input field containing "LLP0000827-LGN" and a blue "Search" button. Below this, it shows "LLP Name:" followed by the text "ZERO CELCIUS AUTO PLT". At the bottom center is a blue "Continue" button.

11. User will be able to view the LLP detail as displayed at the LLP

Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity type
- Registration date



A screen titled "LLP Information Detail" with a blue header bar. Below the header, there is a table with two columns. The first column lists fields and their values, and the second column lists fields and their values.

Entity Name TROWERS & HAMLINS LLP	Entity Reg No. 201504001597 (LLP0005361-FGN)
Entity Status EXISTING	Entity Type FOREIGN REGISTRATION
Registration Date 16/04/2016	Previous FYE 24/05/2020

12. In the **Main Detail**, enter Date of Change. The system will auto-calculate the due date.

The screenshot shows a 'Main detail' form with the following fields and values:

- Date Of Change**: 03-Dec-2021 (with a calendar icon below the input)
- Due Date**: 17/12/2021 (this field is highlighted with a red border)
- Extend for**: 30 (selected from a dropdown menu, with a note 'RM50 per every 30 days period')
- New Due Date**: 16/01/2022
- EOT Reason**: --Please Select-- (dropdown menu)

13. If the **Date of Change** entered exceeds current date, the prompt message will be displayed.

The screenshot shows a red error message box with the following text:

⚠ Please complete form items below:-

- Unable to continue. Please be sure date of change cannot be future date.

14. User can then choose the extended period displayed at the drop down list. System will auto-calculate and display the new due date.

The screenshot shows the 'Extend for' dropdown menu open, displaying the following options:

- 60
- 0
- 30
- 60 (highlighted)
- 90
- 120
- 150
- 180

The 'New Due Date' field is visible to the right of the dropdown, and the 'EOT Reason' field is visible below it.

15.If the duration is not selected, the prompt message will be displayed

- ⚠ Please complete form items below:-
- Unable to continue. Please select the duration

16.User must then select the **EOT Reason** from the selection listed. If the reason is not selected, the prompt message will be displayed.

The screenshot shows a form field labeled "EOT Reason". A dropdown menu is open, displaying a list of reasons. The first option is "LLP is involved with a court case (supported by letters/ documents)". Below it is a separator "--Please Select--". The next option is "Death of Partner (supported by a copy of the death certificate)". This is followed by "LLP is involved with a court case (supported by letters/ documents)". The option "LLP is under investigation (supported by letters/ documents)" is highlighted in blue. Below this are "Loss of Records due to theft (supported by a copy of the police report)", "Natural Disaster (supported by a copy of the police report)", "Restructuring LLP (supported by letters/ documents)", and "Others".

- ⚠ Please complete form items below:-
- Unable to continue. Please select the reason

17.If select **Others**, user must specify the reason in the text box given. If reason is left blank, the prompt message will be displayed.

The screenshot shows the "EOT Reason" form. The dropdown menu is set to "Others". Below the dropdown, there is a text box labeled "Reason(if Other)". The text box is currently empty.

- ⚠ Please complete form items below:-
- Unable to continue. Please fill up the other reason

3.4.1 Supporting Document

18.Supporting Document is mandatory for EOT application. In the Supporting Document section, browse and choose the document to be attached. Document will be uploaded by clicking on the **Add** button.

SUPPORTING DOCUMENT

Attachment Description

File

Choose File

No file chosen

Action

Add

No.	Attachment Description	Action
1	test.pdf	<div></div>

Next

19.Maximum document to be attached is two (2). The documents **MUST** be in PDF form.

20.The uploaded documents will be listed below. The attached document can be deleted by clicking on the **Action** button.

No.	Attachment Description	Action
1	test.pdf	<div></div>

21. User will be able to view the LLP detail as displayed at the LLP

Information Detail:

- Entity Name
- Entity Registration No
- Entity Status
- Entity Type
- Registration Date
- Submission Reference No

LLP Registration Information	
<b>Entity Name</b> ZERO CELCIUS AUTO PLT	<b>Entity Reg No.</b> 201304000831 (LLP0000827-LGN)
<b>Entity Status</b> EXISTING	<b>Entity Type</b> LOCAL REGISTRATION
<b>Registration Date</b> 30/12/2019	<b>Submission Ref No.</b> EOT2021052800001

22. In the **Extension Of Time Detail** section, complete details are shown for :

- Date Of Change
- Due Date
- EOT Period(days)
- New Due Date
- Reason

Extension Of Time Detail	
<b>Date Of Change</b> 27/05/2021	<b>Due Date</b> 10/06/2021
<b>EOT Period(Days)</b> 60	<b>New Due Date</b> 09/08/2021
<b>Reason</b> DEATH OF PARTNER (SUPPORTED BY A COPY OF THE DEATH CERTIFICATE)	



23.In the **Fee Detail** Section, total cost for EOT application will be displayed.

Fee Detail		
Description	Remarks	Total Cost
EXTENSION OF TIME FOR <a href="#">PLACE KEEP ACCOUNTING RECORDS OTHER THAN REGISTERED ADDRESS</a>		RM50.00

24.In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

Declaration		
<b>Please Tick</b>		
<input checked="" type="checkbox"/> Supporting document based on Extension of time reason selected had been kept at the registered office and is available for inspection purpose at all time		
<input checked="" type="checkbox"/> I hereby confirm that the facts and information stated in this document are true. It is an offence under section 80 of the Limited Liability Partnerships Act 2012 to dishonestly make or authorize the making of a statement that you know is false or misleading and you may be liable, upon conviction, to imprisonment for a term not exceeding five years or to a fine not less than RM150,000 and not more than RM500,000 or to both.		
Lodger Information		
<b>Name</b> [REDACTED]	<b>Address</b> TEST ADDRESS 23050 DUNGUN TERENGGANU MALAYSIA	<b>License/ Membership No.</b> Nil
<b>Identification No.</b> [REDACTED]	<b>Email</b> mylptest001@gmail.com	<b>Practising Certificate No.</b> Nil
	<b>Phone No.</b> 0111111111	<b>Professional Body Type</b> Nil
<div>Back Cancel View PDF <b>Submit Payment</b></div>		

25.In the Declaration Tab, declaration will be displayed. The **Submit Payment** button will be enabled when the user has ticked all the declaration boxes.

26. After click on **Submit Payment**, a prompt message will be display for confirmation. Click on **OK** button to continue.



27. Payment Page will be display after click **Submit Payment** button. Click on **Pay Online** button to proceed with payment.

A screenshot of the 'Payment Details' form. It features a table with payment items and a form for user details. The table has columns for Item Description, Quantity, Amount before Tax (RM), Tax (RM), and Total including Tax (RM). The form includes fields for Name, NRIC No. / MyCoID No. / Business Registration No., and Address, with a 'PAY ONLINE' button highlighted in red at the bottom left.

Item Description	Quantity	Amount before Tax (RM)	Tax (RM)	Total including Tax (RM)
EXTENSION OF TIME (EXTENSION OF TIME FOR PLACE KEEP ACCOUNTING RECORDS OTHER THAN REGISTERED ADDRESS-AKADEMI SINERGI PLT)	1	50.00	0.00	50.00
Total (RM):		50.00	0.00	50.00
			Total Amount (RM):	50.00

Name\*  
SALASIAH


NRIC No. / MyCoID No. / Business Registration No.\*  
[REDACTED]


Address\*  
[REDACTED]  
SELANGOR

**PAY ONLINE** CANCEL

28. Once payment has been made, Invoice will be displayed. User may click on **Print** button to save a copy of the invoice.

- Receipt no. is the payment receipt.
- Reference no. is the EOT transactions.
- Transaction ID is the payment transaction number.

  
Suruhanjaya Syarikat Malaysia (SSM)  
Menara SSM@Sentral  
No 7, Jalan Stesen Sentral 5  
Kuala Lumpur Sentral  
50623 Kuala Lumpur  
Tel : 03-2299 4400

  
\* 6 2 0 2 1 0 6 0 1 0 0 0 0 7 \*

**INVOICE**

**SALASIAH**  
[Redacted]  
[Redacted]  
SELANGOR

Receipt No : EB20210601000007  
Reference No : EOT2021060100003  
Payment Mode Detail : HostSim  
Approval Code :  
Payment Mode : DD  
Transaction ID : E20210601000007  
Payment Date : 01/06/2021 12:45:57 PM

NO.	DESCRIPTION	AMOUNT (RM)
1	EXTENSION OF TIME EXTENSION OF TIME FOR PLACE KEEP ACCOUNTING RECORDS OTHER THAN REGISTERED ADDRESS-AKADEMI SINERGI PLT	50.00
Total		50.00
Amount Received		50.00

**PRINT**